



**POLICE DEPARTMENT**  
**GERALD STANISZEWSKI – CHIEF OF POLICE**

February 25, 2015

Dear Citizen:

Thank you for participating in the Eau Claire Police Department's self-reporting program. Being the victim of any crime is an unpleasant experience.

By allowing the Eau Claire Police Department to respond to your loss in this manner, our neighborhood patrol officers will be better able to focus their efforts on crime prevention endeavors and those emergency calls for service which require an immediate on-scene response.

Enclosed you will find a mail report form. This is an official form documenting the facts surrounding the crime/incident you are reporting.

This form is to be completed and returned to our department within 10 business days of this letter's date. A self-addressed stamped envelope is enclosed for your convenience.

Your completion of this report will assist the Eau Claire Police Department in determining patterns of similar crimes/incidents in your neighborhood and may provide valuable investigative information. In the event you need to report this incident for insurance purposes, this report, when filed with us, will adequately document your loss.

Should you have questions regarding this form, you can reach the Eau Claire Police Department Records Division at (715) 839-4984 Monday through Friday, from 8:00 a.m. to 5:00 p.m. Your participation in and understanding of this program is appreciated.

Sincerely,

Gerald Staniszewski  
Chief of Police

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